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*THE*

ODP / MAG

minutes from the  
January 6th 1981  
meeting.

19 January 1981

MEMORANDUM FOR: ODP MAG Members

FROM :   
Executive Secretary ODP MAG Group

SUBJECT : Minutes of the ODP MAG Meeting of  
6 January 1981

1. The MAG meeting was held on 6 January 1981. In attendance were:

	CSS
	SPD
	ED
	MS/Admin
	BD
	CD
	TS
	OD
	PD
	AD
	Rotational Detailees
	DD
Guest Speaker	

Not in attendance or represented by an alternate was:

SPS

2.  CSS, gave a briefing on Automatic Information Management (AIM). AIM is designed to reduce paper flow and expedite distribution of letters and documents. The testing of AIM starts in mid-February and will include twenty ODP personnel. AIM will be released in three phases with completion by mid-July. Correspondence that is initiated by a user will be maintained on their disk in chronological order. Documents will be maintained in a file by subject title. ODP Training Staff will evaluate training needs in April after some testing has been completed.

3. The Flexible Work Week was brought up for discussion. ODP personnel felt that the wording in draft [ ] [ ] dated 6 November 1980, para. 2. a. and b., could be more encouraging if the Agency wants employees to try flex-time.

4. The first Video Tape Program, sponsored by the MAG Group, will be held on 10 February, Headquarters, Room 1E74, from 12:30 to 1:30. All ODP personnel are invited to attend. An "ODP/MAG presents" bulletin will be distributed ODP wide, to describe the two films being shown.

5. In March, seven MAG representatives terms will expire.

DD  
OD  
AD  
CD  
Rotational  
SPS  
ED

In order to have the new MAG nominees ready for MZ Board approval, the offices should notify [ ] [ ] of their nominations by COB 25 February.

6. The next MAG meeting will be on 3 February, [ ] [ ] at 10:00. Please submit agenda items to [ ] before COB 30 January.

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Next 1 Page(s) In Document Exempt

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